

REMINDER!!! ENROLMENTS AND BOOKINGS DUE MONDAY 01 DECEMBER 2019!!!

All families will need to ensure enrolments are fully completed and updated if you will be continuing next year in 2020.

You will also need to request your bookings for next year even though your days remain the same.

2 STEPS ARE REQUIRED:

Step 1

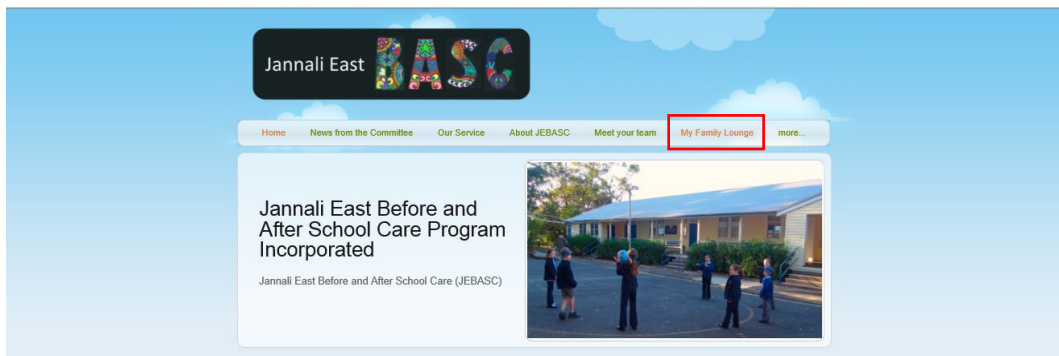
1. **View Enrolment** – Please ensure contact details and other relevant information is entered and enrolment is **SUBMITTED!**

Step 2

2. Book your new days with the new effective date by scrolling down to **“CURRENT BOOKINGS”**, mark your days for the new year and **“REQUEST”**

STEPS REQUIRED TO RE-ENROL AND BOOK / REQUEST DAYS FOR NEXT YEAR

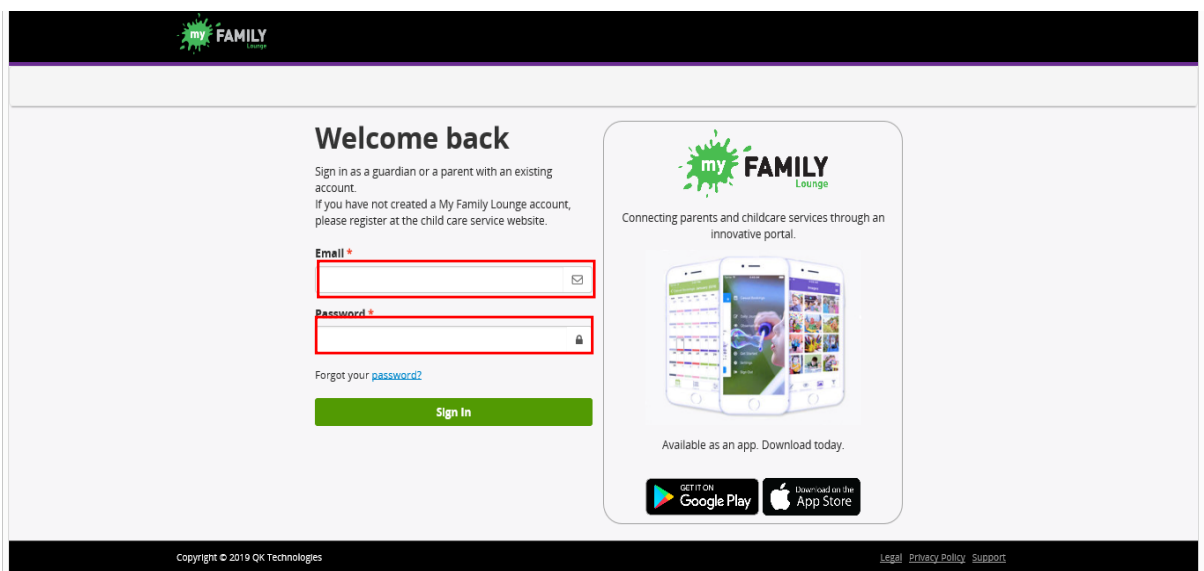
- If you haven't yet logged in, you will have to register through our website, www.jebasc.com





- Already Registered?

Log in to “My Family Lounge” Website



STEP 1

UPDATING CONTACT DETAILS / BOOKING REQUESTS

- Please ensure you view enrolments for each child, update any details and complete and tick where required. When Enrolment form is completed, please ensure you save and SUBMIT it. This will come through to the service and update your details on the system. You will also receive a confirmation email that your enrolment has been submitted for each of your child(ren).

CHILD								Add Child	
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information		
Andy PP	Active	17-03-17	-	2Y 8M	Edit	-	View Enrolment	Print	
Sandy PP	Active	24-03-17	-	2Y 8M	Edit	-	View Enrolment	Print	
Mandy PP	Active	17-03-17	-	2Y 8M	Edit	-	View Enrolment	Print	

You will have to ensure all mandatory items are ticked throughout all the sections of the enrolment form.

STEP 2

REQUESTING / UPDATING BOOKING DAYS FOR THE NEW YEAR

- Please ensure you request your bookings for the new year by scrolling further down to **“CURRENT BOOKING”** click on **“edit”**

CURRENT BOOKINGS							
Current permanent weekly/fortnightly bookings are displayed here. To request a change in booking press the edit option.							
SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Jannali East Before and After School Care Program	After School Care	ASC	Placed	Sandy PP	3/02/2020		Edit
Jannali East Before and After School Care Program	After School Care	ASC	Placed	Andy PP	14/10/2019	31/12/2019	Edit
Jannali East Before and After School Care Program	After School Care	ASC	Placed	Sandy PP	14/10/2019	31/12/2019	Edit
Jannali East Before and After School Care Program	Before School Care	BSC	Placed	Andy PP	14/10/2019	31/12/2019	Edit
Jannali East Before and After School Care Program	Before School Care	BSC	Placed	Sandy PP	14/10/2019	31/12/2019	Edit
Jannali East Before and After School Care Program	After School Care	ASC	Placed	Mandy PP	31/10/2019	31/12/2019	Edit
Jannali East Before and After School Care Program	After School Care	ASC	Placed	Mandy PP	1/11/2019	31/12/2019	Edit

- Note that you must need to request for each of your child(ren) for each session. For example, you have two (2) children for “Before” and “After”, you will have to do two (2) sessions for “Before” and two (2) sessions for “After”.
- Your start date for next year, eg. 28 / 01/ 2020, 03/02/2020 and the number of days required.
- Mark the days required as shown
- Add any comments that you need to be provided that is not stated.
- Then, click on **“Request”**. You will receive an email that a waitlist has been created.

REQUEST CHANGE TO EXISTING BOOKING
(This is a request only and is pending availability. Your service will contact you to confirm change)
 Child Name: Andy PP - Care Type: ASC

Currently selected Service(s): Jannali East Before and After School Care Program

Preferred start date: 03-02-2020 No. of Days: 5

Will you accept less days? Y N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Previous Booking Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days that do not suit me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flexibility Comments: [Empty text area]

APPLICATION DATE: 26-10-2019

REQUEST CANCEL

If you do not have the option to “Edit” (as shown above) you will be able to go through “Booking Request” and click on “New Request”

BOOKING REQUESTS
 Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved. [New Request](#)

No records found

CURRENT BOOKINGS
 Current permanent weekly/fortnightly bookings are displayed here. To request a change in booking press the edit option.

SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Jannali East Before and After School Care Program	After School Care	ASC	Placed	Sandy PP	3/02/2020		Edit

- Once requested, this will come through to the service to review and will be confirmed via a separate email that bookings have been approved.
- Once email of offer has come through, you will need to accept the offer prior to the expiry date shown which will then come through to our system.

If you still have issues and require further assistance, please do not hesitate to let me know.

Also, kindly advise if your child(ren) will NOT be returning to JEBASC